



## Congresswoman Barbara Lee California, 9<sup>th</sup> District

### INTERNSHIPS AVAILABLE

My District office is pleased to offer internships to students currently enrolled in an accredited institution who live or attend school in the 9<sup>th</sup> Congressional District. The internships are unpaid, but I will be glad to help you secure credits for your internship through your learning institution. There are part-time and full-time internships available.

### Intern Duties

- Provide direct service to constituents of the 9<sup>th</sup> Congressional District
- Draft Congressional correspondence
- Track local issues and events
- Conduct legislative research
- Perform administrative tasks including but not limited to answering telephones, data entry, mail processing, and assisting staff as needed

### Requirements

- Must be a student currently enrolled in an accredited institution who live or attend school in the 9<sup>th</sup> Congressional District
- Must have valid government issued identification to gain access to the Ronald V. Dellums Federal Building
- Applicants must be at least 17 years of age or entering your senior year of high school
- There is a minimum commitment of 2 days per week (8 hrs/week for Fall/Spring, and 12 hrs/week for Summer) for 3 months

### How to Apply

1. Send a **cover letter, resume, and writing sample** to:

ATTN: Internship Coordinator  
Office of Congresswoman Barbara Lee  
1301 Clay St. Suite 1000-N  
Oakland, CA 94612

Fax: 510-763-6538

E: [Lee-DOInternships@mail.house.gov](mailto:Lee-DOInternships@mail.house.gov)

*The cover letter should indicate the dates of your availability. The writing sample should be no more than 3 pages.*

2. The intern coordinator will contact you upon receipt of your materials.

There is no application deadline and applications are accepted on a rolling basis until the positions are filled.

### For More Information

Contact the Intern Coordinator at the District office at (510) 763-0370 or go [www.lee.house.gov](http://www.lee.house.gov).